



October 22, 2014

Mr. Gabriel Benvenuto
Manager, Realty Asset Programs
United States Postal Service
7500 East 53rd Place, Room 1108
Denver, CO 80266-9918

Dear Mr. Benvenuto:

As discussed last week, this letter is to notify you that the United States District Court (USDC) requires the space occupied by the United States Postal Service (USPS) located in the Federal Building and Courthouse at 201 Jackson Street in Monroe, Louisiana.

Thankfully, this comes at a time when the USPS may be looking to downsize its operation at this location, thus the timing is convenient for all parties involved. There is no additional space within this asset to relocate the USPS, thus the move would be to lease space or perhaps consolidation within existing USPS space at a different site.

The USPS Occupancy Agreement (OA) at this location, ALA01322, expires on March 31, 2018. The USDC is requesting the USPS vacate its space by July 2016 or sooner, thus this action will be considered a forced move. Per the General Services Administration (GSA) Pricing Policy and 41 CFR 101-11.6, the forcing agency will fund all reasonable costs associated with the relocation of the agency being forced to move, including architectural-engineering design, move coordination and physical relocation, as well as telecommunications and ADP equipment relocation and installation. The forcing agency is not required to pay for tenant improvement expenses at the new location.

Since this notification is 20 months prior to the requested move date, there is sufficient time for the USPS to budget for any rental increases at a new lease location. If relocating to a leased building, it is recommended the USPS budget approximately \$14.00 per rentable square feet, not including amortized tenant improvements.

Please notify me by November 5, 2014 if the USPS intends to relocate to lease space or consolidate within existing USPS space. This will give GSA and the USPS enough time to acquire lease space if necessary.

Note that any delays by the USPS extending the move past the OA term will cause a situation where in the USDC may not be required to fund the USPS relocation costs. If this is the case, please budget a minimum of \$5.00 per usable square foot for the USPS to fund the move.

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If you have any questions, please feel free to contact me at Brian.Mance@gsa.gov or (817) 978-2684.

Sincerely,

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Brian Mance
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